



Policy:	2.1.11
Approved By:	Trust Council
Approval Date:	March 7, 2003
Amendment Date(s):	December 5, 2003; September 16, 2005; December 8, 2006; March 11, 2009; September 16, 2009; September 10, 2014; December 7, 2016
Policy Holder:	Director of Trust Area Services

COMMUNITY STEWARDSHIP AWARDS PROGRAM

Purpose

1. To define policies that will ensure a fair and effective Community Stewardship Awards program in accordance with related policies of the Islands Trust Council.
2. To provide an opportunity for the Islands Trust to proactively and positively engage island communities in promoting stewardship within the Trust Area.

A. Definitions

n/a

B. Policy

General

1. The Islands Trust Council will establish an Islands Trust Community Stewardship Awards Program to recognize and encourage the actions of individuals and organizations that support the mandate of the Islands Trust.
2. The Islands Trust Council will offer the Community Stewardship Award program every two years, on odd-numbered years.
3. The Trust Programs Committee of Trust Council will be responsible for initiating the Islands Trust Community Stewardship Awards Program in the first quarter of an odd-numbered year.

Nomination Eligibility

4. The program will be open to any individual, school (or classroom), community group, non-profit or business entity that has demonstrated efforts to enhance a community or its environment in the Trust Area in a manner consistent with the mandate of the Islands Trust.
5. Current staff members, contractors, and trustees are not eligible as individual nominees and only become eligible twenty-four months after receiving final payment from the Islands Trust.
6. Organizations are not eligible as nominees if current staff members, contractors or trustees played a leadership role in the organization during the implementation of the nominated project or work.
7. Organizations that provide goods or services to the Islands Trust are eligible so long as the nominated project did not receive payment from the Islands Trust.
8. Projects that have received support from the Trust Fund Board are eligible if the value of the Islands Trust Fund cash and in-kind support is less than 50% of project budget.
9. Nominations can relate to either a single project, or to work carried out over a period.
10. At the time of nomination, the project or work must be ongoing or must have been completed within the previous twenty-four months.
11. Nominations must be received by the deadline established by the Islands Trust. Nominations submitted after the deadline will not be accepted unless the delay is due to a technical or logistical error on the part of the Islands Trust.

Nomination Process

12. Nominations will be invited under the categories of individuals, organizations, or other. The 'other' category may include, but is not limited to awards for enduring achievement, climate change (adaptation and/or mitigation), youth, or posthumous recognition.
13. Members of the public and other agencies may nominate individuals or organizations.
14. Each nominator may make one nomination per category every two years.
15. All nominators will be required to fill out the Islands Trust Community Stewardship Awards Nomination Form.
16. Each individual or organization nominated for an award must indicate acceptance of the nomination by signing the nomination form, or by sending an email to accept the nomination and to confirm the information provided in their nomination form is accurate.

17. After the close of nominations, each nominee will receive a letter from the Islands Trust Chair recognizing their nomination.

Nomination Evaluation

18. In May of odd-numbered years, the Trust Programs Committee will evaluate and recommend award recipients to Trust Council for up to two awards in each of the individual and organizational categories, and for up to two additional awards in those or other categories while considering:
 - 18.1 the confidential comments provided by local trustees; and
 - 18.2 the following criteria:
 - 18.2.1 relationship of project or work to the Islands Trust Policy Statement;
 - 18.2.2 benefits to the community or Trust Area;
 - 18.2.3 collaboration with others;
 - 18.2.4 innovation;
 - 18.2.5 community support;
 - 18.2.6 time and effort; and
 - 18.2.7 ongoing public service.
19. In June of odd-numbered years, the Islands Trust Council will decide upon the Community Stewardship Award recipients while considering the items in section 18 above as well as the Trust Program's Committee's recommendations.
20. Nominations will be evaluated based on the information in the nomination form. Letters of support or other supporting materials will not be part of the evaluation.

Award Presentation

21. Local trust committees and/or island municipalities will present the awards to the recipients. If an Islands Trust Council meeting is scheduled on a recipient's island in September, the local trust committee may choose instead to present the award(s) at that meeting.
22. The Awards will consist of framed certificates and/or small mementoes that represent the unique nature of the Islands Trust Area and, where practical, are constituted from products distinct to the Islands Trust Area.

Program Costs and Fees

23. The cost for each award will not exceed \$100.
24. Local trust committees may use up to \$100 from their local trust committee budgets to cover the costs of a public presentation ceremony.

C. Legislated References

1. Islands Trust Policy Statement, Part II - The Islands Trust Object and its meaning

to achieve its object, the Islands Trust must be an educator, coordinator, and initiator, guiding individuals, organizations and other agencies in support of the object. While the Islands Trust can provide the necessary leadership, responsibility for stewardship of the Trust Area rests with many. Individuals, other government agencies, organizations, and the Province itself all have important roles to play. Cooperative actions are required of other agencies, organizations and individuals to ensure that activities are carried out in a manner that is sensitive to the needs of Trust Area ecosystems and island communities.

2. Islands Trust Council Policy 6.5.3 Purchasing Procedure

D. Links to Supporting Forms, Documents, Websites, Related Policies and Procedures

n/a